Racing School
Day by Day

Crew: Glen Smith
Curby Barnes
Eric Edelson

Equipment: Marlboro Hospitality Trailer
Support Truck and Kitchen Trailer

Responsibilities: Hospitality Semi Tractor and Trailer

Drivers- Glen and Curby

Duties/Glen - Permits,Licenses,Log Books,Service and Maintenance of both the Tractor and the Trailer(D.O.T. Regulations)
-Set-up and Teardown of all awnings and food service equipment
-Connection of Phone Lines and Power Lines(ordered through Pete Twiddy)
-Set-up answering machines,fax,printers,copy machine and TV monitors
-Set-up and Maintenance of Satellite TV dish
-Maintenance of Generators and On-board systems such as water and sewer systems and air-conditioning units.
-Maintenance of outside air-conditioning units
-Maintenance of all Radio Equipment, Scanners,Headsets etc.
-Maintenance and Repair of everything inside the Hospitality Trailer (includes cleaning and supply inventory)
-Responsible for all Expenses and Expense Reports dealing with the operation and maintenance of the Hospitality Area and Equipment.
-Report to Director of Operations(Pete Twiddy) on Status of all operations.
-Help out in any areas that need attention.

Duties/Curby -Permits,Licenses,Log Books,Service and Maintenance of both the Tractor and Trailer(D.O.T. Regulations)
-Set-up and Teardown of all awnings and food service equipment
-Connection of all food service equipment to power
-Set-up of tables,chairs,fans and TV monitors(includes table covers/cloths and floral centerpieces.
-Responsible for all outside Inventory(soda,water,cups,napkins,ashtrays, drink coolers etc.
-Responsible for Inventory of T-shirts,hats,earplugs,etc.
-Monitors all aspects of the Hospitality area to ensure smooth operation and and adequate supplies at all times.
-Monitors the Kitchen Staff and helps out whenever necessary with preparation,quality control and inventory.
-Preparation of Expenses to be submitted to Glen Smith
-Organizes and Oversees any Part-time staff working in the Hospitality Area.
-Responsible for maintenance and repair of motorscooters and mules
-Report to Director of Operations(Pete Twiddy) on Status of all operations
-Help out in any areas that need at

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Source: https://www.industrydocuments.ucsf.edu/docs/nmkm0004

Support Truck and Kitchen Trailer

Driver: Eric Edelson

Duties/Eric -Permits,Licenses,Log Books, Service and Maintenance of both the Support Truck and the Kitchen Trailer.
-Set-up and Teardown of all awnings and food service equipment
-Connection of all food service equipment to power
-Set-up Buffet tables, table covers etc.
-Responsible for ensuring that the kitchen trailer is clean and ready for use by the kitchen staff.
-Monitors all on-board systems in kitchen trailer including water and sewer systems, air-conditioning units, gas appliances and refrigeration units.
-Responsible for Supplies and Inventory of Food service equipment and consumables.
-Assist Kitchen staff when needed
-Assist Trailer staff when needed
-Run errands to store etc. when necessary

Car Tents

Mustang School Tent
Iroc School Tent
Open Wheel School Tent

Duties/Eric-Resonsible for stocking drink coolers and ice
-Will visit all tents on a regular basis to ensure they are kept stocked and clean and organized.
-Responsible for closing tents up at night

Lockerooms

Duties/Curby -To ensure Lockerooms are kept clean and orgnized
-Will collect laundry each night and have cleaned.
Will ensure ammenities are stocked each evening.
-Responsible for Lock-up each night

SEPTEMBER TRIP

Sept. 2/99 Eric leaves Indianapolis with support truck and Kitchen trailer and overnights in Atlanta,Ga.(approximately 22 hrs. driving time)

Sept.3/99 Eric departs Atlanta, arrives in Homestead late Evening.
Glen and Curby depart Indianapolis

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Sept. 4 | 99 Glen, Curby and Eric meet at Homestead Racetrack approx. 9am

-Park equipment in position and lay-out tile flooring.
-Mobile wash crew washes equipment with deionized water
-Lay-out Awning Poles

Depart Track 5pm

Sept. 5 | 99 Arrive @ track 9am

Glen/Curby/Eric - Erect all awnings-Main awning, tractor extension, kitchen trailer and rear deck awning

Curby/Eric - Pull tables and chairs from underbay and set up
-Set up buffet tables and food service equipment(table covers, coolers, food warmers, hot-dogger etc.)
-Hook up fans, TV's, outside speakers etc.
-help elsewhere when necessary

Glen -Set-up air conditioners/hook to power
-Run power lines
-Run telephone lines/wire to trailer
-Set-up Satellite Dish
-help elsewhere when necessary

Depart Track 5pm

Sept. 6 | 99 Arrive @ track 9am

Curby/Eric -Clean, polish and shine (tile flooring, tables and chairs, cooking equipment, vinyl table covers, equipment covers, armorall tires, clean windows etc.)
-Dress tables(linens, centerpieces)
-unload support truck(mule, scooters, grill etc.)
-shopping(sodas, trailer supplies etc.)
-bottled water delivery
-help out elsewhere when necessary

Glen -Clean inside Hospitality trailer(dust, vacuum, clean , re-stock supplies)
-check phone lines and office equipment(fax, printers, copier etc.)
-systems check on air conditioners
-systems check on back-up generator(hospitality trailer and kitchen trailer
-help out elsewhere when necessary

Depart Track @5pm

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Sept.7|99 **Arrive @ Track 9am**

Glen/Curby
-Start setting up lockerooms(firesuits,helmets, ammenities, laundry baskets etc.)
-finish any set-up work under awnings and any repair work necessary
-polish scooters and mule, fill with gasoline
-clean trailer underbays,organize supplies and take inventory
-shopping trip for any remaining items needed
-help where necessary

Eric
-stock food service supplies(napkins,stirsticks,cups,condiments etc.)
-stock drink coolers in hospitality area
-take drink coolers and stock to (3)car tents
-help caterers set-up kitchen trailer and make sure all kitchen systems are up and running(refrigeration,cooking units, air conditioning etc.)
-make sure kitchen staff have all supplies necessary
-clean out support truck and take stock inventory
-help where necessary

Depart Track @5pm

Sept.8|99 **Arrive @ Track 9am**

Glen/Curby/Eric
-Final touch-up Day(put out any remaining fires)
-make sure everything is ready to go and set-up
-run through checklists
-make sure lockerooms and car tents are ready
-help where necessary

Sept.9|99 Arrive @ Track 9am

Glen/Curby/Eric
-Prepare for guests arrival
-Last minute changes
-Power up all equipment(check generators again,service if necessary)

Curby/Eric
-turn in all expense receipts and paperwork to Glen

Glen
-Do expenses

Guests Arrive @ 6pm

Glen/Curby/Eric
-Monitor all aspects of Hospitality Trailer during operation
-clear tables,help caterers where needed,re-stock drink coolers, hot dog machine,capucinno machine,supplies etc.
-help wherever necessary(Handing out firesuits,helmets etc.)

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	After Guests depart
Curby/Eric	-Clean up outside hospitality area
	-restock drink coolers and supplies
	-shut down food service machines and clean
	-lockdown hospitality area
Glen	-Clean inside hospitality Trailer
	-restock supplies and lockdown for the night
Glen/Curby/Eric	-clean and restock car tent areas
	Clean lockerooms and lockdown for the night
	Depart Track when Finished
Sept.10|99	Arrive @ Track 6:30am
Glen	- prepare trailer for guest arrival
Glen/Curby/Eric	-open up hospitality area
	-help caterers set up breakfast buffet
	-ice down drink coolers in hospitality area and car tents
	-start-up air conditioners and food service equipment
	-change table linens
	-open lockerooms and prepare for guest arrival
	-help out in any other areas needed
after breakfast	-clean up food service area and help caterer shift over to lunch menu
	-clean hospitality area in preparation for lunch
	-restock drink coolers in hospitality area and car tents
	-monitor lockerooms
	-help out in any other areas needed
after lunch	-clean up food service area and help caterer clean up lunch
	-clean hospitality area and prepare for next day
Sept.11 - Sept.13|99	-same as description of Sept.10/99
Glen/Curby/Eric	-also available to attend evening ceremonies(may have to rotate depending on lockdown and clean-up time at the Racetrack)
Sept.14|99	
Glen/Curby/Eric	- Teardown(about 8 hours)
Sept.15|99	-Depart for Indianapolis(Approximately 22 hrs. driving time)

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